




MEMORANDUM

TO: Mayor and City Council

CC: Spencer Cronk, City Manager
J. Rodney Gonzales, Assistant City Manager

FROM: Denise Lucas, Director 
Development Services Department

DATE: July 29, 2020

SUBJECT: Update on Changes to the Demolition Permitting Process

In August 2017, the Office of the City Auditor released a report on the demolition permitting process that highlighted areas of concern. The City Council followed up in December 2017 with Resolution No. 20171214-066 requesting the Development Services Department (DSD) to conduct stakeholder meetings and develop a proposal to redesign the demolition permitting process. In October 2018, DSD provided the ["Recommendation on Changes to the Demolition Process"](#) report which contains recommendations that accomplish the goals from the City Auditor's report and includes feedback obtained from online and at in-person stakeholder meetings.

The purpose of this memo is to provide an update on DSD's progress on implementing the recommended changes.

- DSD will bring forward a resolution and an ordinance to City Council for consideration on August 27th which are needed to effect changes to the demolition permitting process.
- DSD will also pursue changes to the Building Criteria Manual to further effect changes to the demolition permitting process.
- In addition, a new online demolition notification tool will be launched on the [Development Services Department website](#) on July 29, 2020. (see *attachment*). The online tool will enable residents to track applications for demolition permits in areas that interest them. Using the Austin Build + Connect (AB+C) portal, interested citizens will be able to subscribe to notifications based on several geographic criteria (address, community registry group, council district or zip code).

The attached chart outlines target dates to propose rules or present ordinances for the nine recommendations from the report. The recommendations are ordered by the anticipated date.

Should you have additional comments or questions, please contact me at 512-974-2614 or Beth Culver, Building Official /Assistant Director at 512-974-3111.

Attachment

Attachment		
Development Services Department Planned Changes to the Demolition Permitting Process		
Completion Order	Change in Accordance with Audit Report	Date to Propose Rule or Present Ordinance
Completed	<u>Consolidate location for obtaining demolition permits</u> - Restructure the demolition permitting process so that residential and commercial demolition permits are obtained through a single point. (#1)	October 2018*
1	<u>Notify adjacent properties of demolition activity</u> – Require posted notice via door hangers and a yard sign between five (5) and 10 business days before demolition activity starts. (#8)	June 2020 – August 2020
2	<u>Provide notification tools</u> - Enhance existing public access to geographic information system (GIS) data for demolition permits and provide a mechanism for the public to subscribe and get notifications when new demolition applications are submitted and permits are issued. (#9) <i>Instructions and access to the Demolition Notification Tool:</i> www.austintexas.gov/page/demolition-relocation	July 2020*
3	<u>Contractor Registration Program</u> – Initiate focused stakeholder review to develop a comprehensive contractor registration program and bring forward a program. (Demolition Licensing and Bonding Requirements)	August 2020
4	<u>Compliance Affidavit</u> - For total demolition applications, require an affidavit from the contractor confirming compliance with applicable City, State, and Federal regulations for safety and for the removal and disposal of asbestos, lead, and other hazardous material. (#5)	November 2020
5	<u>Provide time for registration as an interested party</u> - Provide time for an individual or neighborhood organization representative to register as an interested party on a demolition permit application. (#7)	November 2020
6	<u>Automatic final inspections</u> - Automatically schedule a final inspection within five (5) business days of permit expiration if a final inspection has not been requested. (#6)	January 2021
7	<u>On-site pre-demolition meeting</u> - Require an on-site pre-demolition meeting before activating a demolition permit and allowing the initiation of demolition activities. (#4)	January 2021
8	<u>Expand departments participating in the review</u> - Provide a coordinated review process including the City Arborist, Flood Plain, Historic Preservation, Austin Resource Recovery, Austin Energy, and Austin Water. (#3)	January 2021
9	<u>Enhance information on DSD website and brochure</u> - Enhance information available to stakeholders on the DSD website in regard to the demolition permitting process, application requirements, inspection process requirements, both construction and demolition materials recycling and salvage information, and safety regulations. (#2)	Ongoing / March 2021

*Rule not required.